

State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 11, 2010

Document Electronically Transmitted

Brian E. Martucci, General Manager
Berberian European Motors
3755 West Lane
Stockton CA 95204
bmartucci@berberianmotors.com

Dear Mr. Martucci:

RE: FINAL MONITORING VISIT REPORT for Berberian European Motors – ET09-0297

Date of the Visit:	07/28/10
Beginning/Ending Time:	11:00 a.m. – 12:30 p.m.
Date of Last Visit:	03/09/10
Visit Location:	Stockton
Persons in attendance:	Berberian European Motors representative, Robin Atkins, Sub Contractor representative, Sharon Jenks, The Jenks Group, ETP Analyst, Julio Basquez
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	10/27/08 – 10/26/11	Agreement Amount:	\$55,000
Training Start Date:	11/22/08	No. to Retain:	50
Date Training must be Completed:	07/25/10	Range of Hours:	8 – 50
Type of Trainee:	Retrainee	Weighted Ave. Hours:	50

FINAL REPORT SUMMARY:

• **HISTORY OF AGREEMENT CHANGES**

No changes, amendments, modifications, or any other revisions processed for this Agreement.

• **Interview with representative Robin Atkins**

- What barriers, if any, did your company experience in implementing your ETP project?

I would have to say there were no barriers. During this slow economic time, we were able to take advantage of the training without major distractions.

- What problems, if any, did your company experience with ETP record keeping?

We have not experienced any problems with the record keeping as we have engaged Sallyanne Monti.

- What assistance could ETP have provided that would improve the process for future Contractors?

I can't think of any at this time.

- How did your company benefit from the ETP training?

The training of the employees will allow us to retain our employees as well as giving the best service to our clients now and into the future.

Breakdown of expected earnings:

Berberian European Motors (BEM) records show that 35 trainees have completed training (100% of planned retentions) and 35 trainees completed the 90-day retention period. Berberian European Motors projects earnings to be \$55,000 (100% of the encumbered total \$55,000).

ETP current records show that BEM has received \$16,500 in progress payments, \$56,628 Earned – In Process, and \$16,500 unearned. The closeout invoice should be submitted no later than 30 days after the end of the Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	55	55	20	35	35	35
Totals:	55	55	20	35	35	35

ATTENDANCE ROSTERS:

Mr. Basquez reviewed class/lab attendance rosters for 10 trainees. Each of these trainees has completed training and has completed the 90-day retention period. Mr. Basquez compared the information on the class/lab rosters to ensure that all ETP required information was present and compared the number of training hours reported in the BEM class/lab rosters with the ETP on-line tracking documents.

Mr. Basquez found that all of the required ETP information was included in the records selected for review. The

review confirmed the 10 trainees had completed 100 percent of the required class/lab training hours. BEM and Sub Contractor rep, Ms. Jenks were advised that only a sample of records had been reviewed on this project and it is suggested that BEM conduct a 100 percent review of all class/lab rosters prior to the closeout of this training project.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT:

BEM will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Julio Basquez at (916) 327-5275 or by email at jbasquez@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Rosa Hernandez, Manager
Sacramento Regional Office

Julio Basquez, Contract Analyst
Sacramento Regional Office

cc: Sharon Jenks; Sub Contractor, The Jenks Group sjenks@thejenksgroup.com
Sallyanne Monti, Sallyanne Monti Consulting, sallyannemonti@yahoo.com
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File